

## Using QuickMark comments

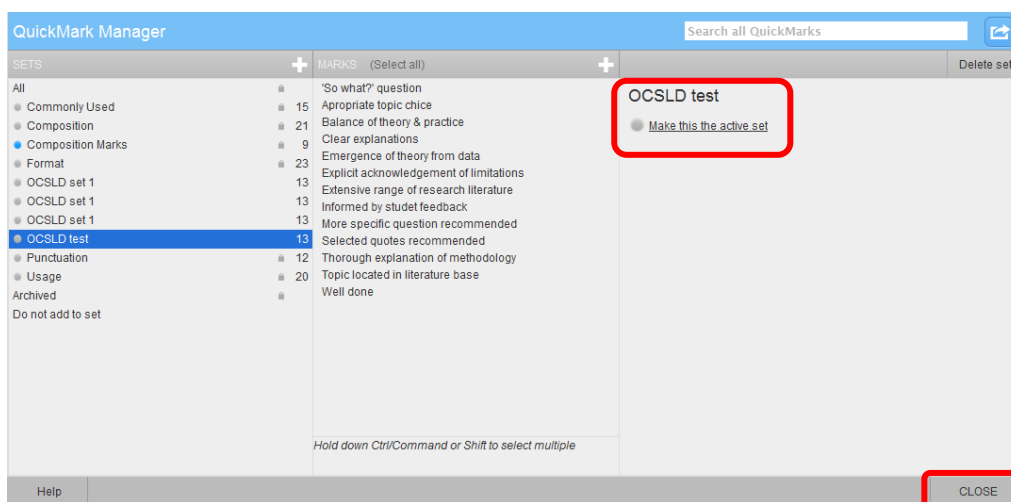
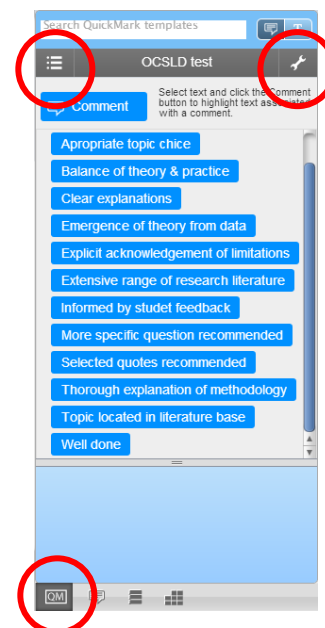
QuickMark comments are frequently used comments that you can use to speed up the marking process and to introduce consistent feedback amongst a group of markers. They are grouped in **sets** and stored in the GradeMark **QuickMark Manager** area which can be accessed via the **spanner** icon at the top of the right hand pane. You can also switch to a different QuickMark set using the **bulleted list** icon at the top of the right hand pane.

Please note: QuickMark sets are not associated with a particular assignment or module; they are associated with an individual. If the module leader creates a QuickMark set, he or she will need to export that set and email it to the marking team. Each member of the marking team will then need to import the QuickMark set into their own QuickMark Manager area before they can use it to mark the assignments.

GradeMark has several default QuickMark sets which are automatically available from the QuickMark Manager area such as punctuation and commonly used.

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **QM** button is selected at the bottom of the right hand pane.

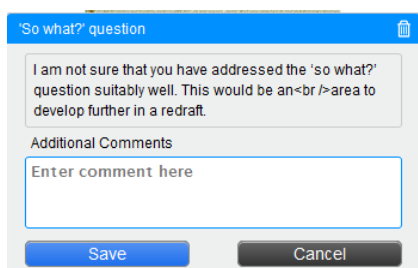
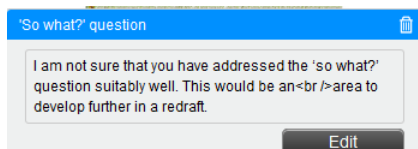
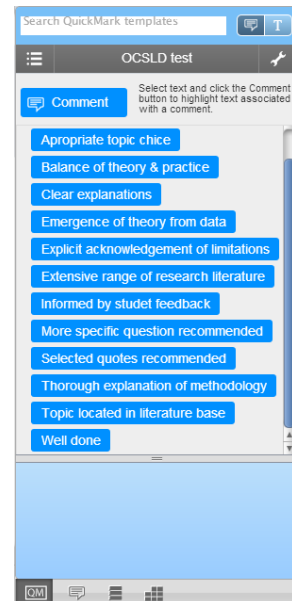
Click on the spanner icon to access the QuickMark Manager area. Choose the appropriate set from the list and then click on the **Make this the active set** link. Click the **Close** button to complete the process.



In this example the QuickMark set displayed is called OCSLD test. Hovering over one of the blue comments with the cursor will display the content of that comment in the blue box at the bottom of the right hand pane. To use a QuickMark comment simply click and drag it onto the left hand assignment pane.

You can also associate a piece of text with a QuickMark comment. Simply highlight the text first and then click on the QuickMark comment in the right hand pane. The QuickMark comment will automatically be appended to the end of the highlighted text.

To add extra comments to an individual QuickMark comment click on it in the left hand assignment pane to reveal the **Edit** button. Once clicked an **Additional Comments** box will appear where you can make and then **Save** your changes.



Please note: Any changes that you make to an individual QuickMark comment will only be reflected in your version of the comment; the changes will not automatically appear in your colleagues' version of that QuickMark comment.

To remove a QuickMark comment from an assignment, hover over it to reveal the **delete** icon in the blue bar. Click on the little rubbish bin to complete the process. If you have deleted a QuickMark comment by mistake you can reinstate it using the **Undo** button which will appear at the bottom of the left hand pane. Deleting a QuickMark

comment from an assignment will not delete it from the QuickMark set. To do this you need to be in the QuickMark Manager area.